

State of Vermont Workforce Planning Toolkit



Professional Work Planning Template

This template is designed to assist you in developing a plan for carrying out your day to day work, and to help you connect your individual (or team) work to the goals and objectives of your Agency, Department and /or Unit.

In many cases, it will be beneficial to enlist your supervisor's assistance and guidance in completing this form. If you are unsure of where to find your Agency, Department or Team Mission/ Vision, goals and objectives please seek the assistance of your supervisor.

We realize that even with an available template, professional work planning may be challenging and encourage supervisors and managers to contact the staff of The Summit: Center for State Employee Development at any time for assistance through training and on-site consulting with your organization.

You may reach us at 241-1114; you may also visit us on line at http://www.vermontpersonnel.org/employee/training_catalog.php

We hope you will find this template useful – please contact us with any questions, suggestions or comments.
The Summit Staff

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Name:

Division/ Team:

Dates of Plan implementation:

What goals in the strategic plan are you addressing?	What objectives in the strategic plan are you addressing?	What activities will you perform based on goals and objectives	What outcomes do you expect from the activity/ activities?	What inputs, supports and resources are needed?	What might challenge or slow the completion of these activities?	What are potential solutions to the challenges?	What is the expected timeline for completing the activities?	Who is the lead person on this activity?	Who else is on the team for this activity & what are their roles?